

Web-based Instructions for Downloading and Using Microsoft Live Meeting:

Microsoft Live Meeting must run on Windows platforms. Therefore, Mac users must use the Java-based Microsoft Office Live Meeting Web Access.

If you do not have Java installed, click here: [download](#).

Instructions to use the web-based f Microsoft Live Meeting software:

1. In the email webinar invitation, click **the link to the meeting**. This will take you to the **Event Registration Page**
 - a. On the Install Microsoft Office Live Meeting client or use Microsoft Office Live Meeting Web Access page, under Use Live Meeting Web Access (fastest), click Accept and Use.
2. On the **Event Registration Page**, type your name, institution, and email address, and then click **Register** at the bottom of the page
 - a. This will automatically send you an email message with a link to **“Join the meeting”**
3. Click **“Join the Meeting”** link in the email message. This will bring you to the **Meeting Entry Page**
4. Answer the question, **“How many people are participating on this webinar with you today?”**
 - a. Enter a number (1, 2, etc...)
5. Click **“Join Meeting”** on the bottom of the page. This takes you to the **“Join Meeting”** page
6. Click on **“Join Meeting”**. This should connect you to the webinar.
 - a. If needed, click on **“Re-enter Meeting”**

Notes:

- [Mac System Requirements](#)
- Initiating application sharing on Apple Macintosh using Office Live Meeting Web Access requires installing an application-sharing component
- If your browser asks you to trust the signed applet from Microsoft, click Yes. Office Live Meeting Access appears in its own browser window. The Meeting Entry page remains open in the background. Keep this window open in case you are disconnected from the meeting and need to re-enter it
- If you need technical assistance at any time, please call the Verizon Help Desk at 800-857-8777 and choose option 3
- It may be necessary to get Systems Administrator permission from your institution’s IT service to download this software